

FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE



Policy Number:
421-01

Effective Date:
10/01/2015

Subject:
Classification and Delineation of Duties and Responsibilities

Approved by:

Steven D. Hebbe, Chief of Police



PURPOSE:

To provide the process and procedures used to classify the nature of the work performed by each employee within the department.

POLICY:

It is the policy of the Farmington Police Department to maintain current job descriptions and a classification plan for each position within the agency.

PROCEDURE:

Job descriptions for police agency personnel are to:

1. Serve as a basis for the determination of a position classification plan and compensation;
2. Provide a basis for establishing minimum qualification requirements for recruitment, examination, selection appointment, and promotion;
3. Assist in the establishment of training curricula;
4. Provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions.

The written job descriptions include at a minimum:

1. Duties, responsibilities, and tasks of each position;
2. Frequency with which each task is performed;
3. Minimum level of proficiency necessary in the job-related skills, knowledge, abilities, and behaviors.

Job classifications include:

1. Categorization of every job into classes, based upon similarities in duties, responsibilities, and qualification requirements;
2. Existence of class specifications for every job within a class;
3. Provisions for relating compensation to job classes;
4. Provisions for reclassification.

The Personnel Department conducts a periodic review of all job classifications as necessary revisions become apparent or at the request of the Chief of Police. Job Audit questionnaires are distributed to all affected Department personnel as significant changes in classes occur. The completed questionnaires are then forwarded to, reviewed by and maintained by the City Personnel Department. Upon completion of the audit, the Chief of Police and Personnel representative will submit their joint recommendation to the City Manager.

The City Personnel Department provides new job descriptions based on the job audit questionnaires.

All Department personnel are issued a job description of their job, and have access to all job descriptions in Police Administration or the City Personnel Department.